



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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MEMORANDUM

TO: Mayor and Town Council

FROM: Daniel E. Taber
Town Manager

DATE: April 1, 2012

RE: Town Manager's Report

During the month of March 2012, my normal schedule had to be adjusted due to some sick leave but I am pleased to advise you that all of the issues involved with that have been resolved and I have resumed my normal full work schedule. The FY 13 budget process continued with an in-depth analysis of anticipated revenues and expenditures accomplished through several meetings and discussions with department heads and other staff members. This obviously accounted for a significant amount of staff time being expended in this endeavor. The following information provides more specific details on activities and important issues occurring during the month.

Ginn Park Project

The Public Works Director has kept Council apprised of updated information concerning this project but I wanted to mention that on March 19, 2012, the Town issued an Invitation for Bids for phase one of this project. This is an exciting milestone in making Ginn Park a reality.

Potomac Landfill

There were only two odor-related complaints involving the landfill that were brought to the Town's attention during the past month. It is my understanding that Potomac Landfill continues to meet with the Virginia Department of Environmental Quality (DEQ) in an attempt to reach a consent agreement regarding pending notices of violation. Town staff took a tour of the landfill on March 21, 2012 and a meeting will be held in early April with Potomac Landfill to discuss their pending application for expansion with DEQ and the possibility of future development-related issues involving the landfill.

First Town Center Project

This is a complex project and the schedule has been placed on hold while the developer obtains the needed flood plain studies needed prior to a public hearing before the Planning Commission. At this time, there is no hearing date set before the Planning Commission.

Tornado Drill

In conjunction with National Tornado Awareness Day on March 20, 2012, an unannounced tornado drill was held at all Town facilities. I am pleased to announce that all staff responded appropriately and sought shelter in the designated areas. At Town Hall, I took the opportunity to have a brief discussion with staff working there concerning additional safety precautions surrounding severe weather including providing information concerning what to do if you are outside when an incident of severe weather suddenly occurs.

Zoning Administrator Position

The new Zoning Administrator will begin work on April 1, 2012, and a press release concerning his selection will be issued on that date.

Harbor Station

On March 26, 2012, staff and I met with representatives from Harbor Station to discuss the status of their project. Although not located within the Town limits, the project will certainly have an impact on the Town in several different ways. The main information that came from the meeting was the fact that the developer is preparing to move forward with Phase One of the project that will focus on approximately 300 single-family homes. In addition, they will be submitting a new intersection and roadway design proposal to the County and will advise us of the specifics at a later date.

Other Various Town Manager Activities for February

- Daily Administrative Responsibilities
- Staff Meetings
- Regular and Special Council Meeting
- Briefings and Meetings with Town Attorney On Several Issues
- Individual Meetings with Staff
- Individual Meetings and Telephone Conversations with Council Members
- Individual Meetings and Conversations with Citizens
- Personnel Related Meetings
- Weekly Drive-Through of the Town
- Senior Citizens Luncheon
- Tripoli Heights Project Updates
- Ribbon Cutting – *Succeed To Lead*

Should you have any questions or concerns, please contact me.